

## Attachment D

### Level of Expertise, Risk Assessment, and Value Added Submittal Checklist and Format

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The Respondent must complete and submit this checklist along with the Level of Expertise (LE), Risk Assessment (RA), and Value Added (VA) Submittal. This Checklist is not counted in the 6-page LE, RA, VA submittal limit. Failing to answer, or answering “No” to any of the questions below may result in disqualification.

**Level of Expertise is 2 pages each**

**Risk Assessment is 2 pages each**

**Value Added is 2 pages each**

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|---|--------------------------|-----|--------------------------|----|
| 1. Is your LE, RA, VA Submittal 6 pages or less?  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 2. Do you understand that your LE, RA, VA Submittal can <u>NOT</u> contain any names, past projects, or information that may used to identify who your firm is?   | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 3. Do you understand that you have to use the LE, RA, VA Submittal templates provided in this RFP and that you are <u>NOT</u> allowed to re-create the Submittal Templates (cannot alter font size, add colors, add pictures, etc) or handwrite your responses? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 4. Do you understand that the contents of LE, RA, and VA Submittal will become part of the Contract?  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 5. Do you understand that your Proposal may be disqualified if you fail to meet any of the above requirements?  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |